

Participating Library Agreement

I. Purpose

The LiLI Express program represents a means to improve library services to Idaho citizens through a cooperative, reciprocal borrowing agreement among libraries. This agreement and associated procedures will encourage any Idaho resident to obtain a library card at his or her “home library” and then to use any participating library without paying a non-resident fee and without cumbersome policies.

II. Definitions

For the purpose of this agreement, the following definitions apply:

1. Home library:
 - a. The library whose primary mission is to serve the patron by virtue of enrollment, residence, or employment.
 - b. A library that issues the patron a non-resident card. A patron of a participating library may obtain a non-resident “home library” card at any of the participating, publicly-funded public libraries by paying the non-resident fee of that library.
2. Patron: Any Idaho citizen 18 years of age or older. Serving younger patrons is at the discretion of the lending library.
3. Service: the loan of books to patrons on site. Providing additional services is at the discretion of the lending library.
4. LiLI: Libraries Linking Idaho, a service of the Idaho Commission for Libraries (ICFL), is an alliance of libraries and library networks joined together to further the common good. It provides the Idaho library community with services that are more efficacious and economical when administered at a statewide level rather than at a local or regional level.
5. LiLI Steering Committee: The Board operates under the authority of the ICFL Board of Commissioners and in partnership with Commission staff to plan, implement, and evaluate LiLI services.

III. General Guidelines

1. Participation by libraries in LiLI Express is voluntary.
2. The agreement remains in effect unless the library provides written notification of withdrawal. (See Section VII on withdrawing procedures.)
3. Materials available for reciprocal borrowing include books. Additional materials or services are at the discretion of the lending library.
4. Borrowers will be subject to the rules of the lending library.
5. Borrowers will return books to the library where they were borrowed.
6. Overdue fines may be collected based on the lending library’s overdue policy.
7. Fees for lost and damaged materials will be collected and kept by the lending library.
8. Libraries and borrowers will comply with Idaho Code 33-2620, regarding the failure to return materials borrowed from a publicly funded lending facility.
9. Individual libraries are responsible for insuring that their staffs are aware of, and adhere to, statutory requirements concerning confidentiality of public library users’ registration and circulation records.

IV. Library Responsibilities

1. Establish procedures to identify and register borrowers.
2. Identify themselves to their patrons as a participant in LiLI Express.
3. Honor cards from participating libraries.
4. Inform borrowers about local rules of service.
5. Respond to queries regarding status of patrons registered at their libraries. Patron status means whether the patron's home library registration is current and without outstanding materials, fines, or fees.
6. Keep statistics including a count of the number reciprocal borrowing patrons and the number of items borrowed through the program? This information will be collected by the Idaho Commission for Libraries for periodic program evaluation.
7. Publicize and promote the program at a local level.
8. Adopt policies and procedures that insure confidentiality and privacy of patrons are maintained.
9. Loan materials to LiLI Express patrons as if they were a primary patron of the lending library.
10. Notify patrons of overdue materials and collection of any fines, fees or replacement costs according to that library's policies.

V. Borrower Responsibilities

1. Abide by the local borrowing rules of the lending library.
2. Be in good standing at their home library.
3. Return materials to the library from which they were borrowed.
4. Return materials in a timely manner according to the rules of the lending library.
5. Assume responsibility for all materials borrowed, including payment for lost/damaged materials, overdue fines, or other fees.

VI. Program Administration

The Idaho Commission for Libraries and the LiLI Steering Committee will be the coordinators of the LiLI Express Program.

The Idaho Commission for Libraries will:

1. Maintain and publicize a list of participating libraries.
2. Facilitate the addition or deletion of participating libraries.
3. Promote the service statewide via the World Wide Web, newsletters, and other printed promotional materials.
4. Maintain a file of agreements by participating libraries.

The LiLI Steering Committee will:

1. With ICFL staff, conduct periodic needs assessment and evaluation of program services and publicize the results of these activities.
2. Conduct a periodic review of program guidelines to maintain the best possible service.
3. Promote the program in the library community and encourage the addition of new participating libraries.

VII. Joining or Leaving Reciprocal Borrowing in Idaho

Any library in Idaho may join LiLI Express by executing this agreement and submitting it to the Idaho Commission for Libraries.

Any library participating in LiLI Express may discontinue participation by submitting at least a 30-day, written notification to the Idaho Commission for Libraries.

VIII. Agreement

By signing below, our library agrees to be a LiLI Express participating library and to abide the guidelines set forth in the agreement.

Name of Library

Signature of Library Director

Printed Name of Library Director

Date

Signature for Governing Board

Printed Name for Governing Board

Date